



RECORDKEEPING

For PERC

Dry Cleaning Facilities

For

2016

Non-compliance - Failure to comply with the dry cleaning regulations may result in enforcement action which can include civil charges not to exceed \$32,000 per day of violation.

For Compliance Assistance - please contact a DEQ regional office for your area and ask for the Office of Air Compliance.

Blue Ridge Regional Office	434-582-5120
Northern Virginia Regional Office	703-583-3800
Piedmont Regional Office (Richmond Tri-City)	804-527-5020
Southwest Regional Office	276-676-4800
Tidewater Regional Office	757-518-2000
Valley Regional Office	540-574-7800
Central Office	806-698-4000

(Prepared by Ken Pinzel, Sr. II Air Inspector -Tidewater Regional Office)

SUMMARY OF EPA REQUIREMENTS FOR TYPICAL¹ PERC DRY CLEANING FACILITIES

1. RECORDS TO BE KEPT ON SITE FOR **5 YEARS**:

- a) Machine design specifications and operating manuals;
- b) PERC receipts;
- c) Rolling 12-month totals of PERC purchases;
- d) PERC Leak checks;
- e) Temperature checks;
- f) Dates of Repairs to fix PERC leaks and to fix high temperatures.

2. PERC LEAK CHECKS²:

- a) Weekly check for leaks of PERC. Skip if machine was not used the entire week. DEQ suggests doing checks during the first load of the week.
- b) Method 1: Electronic detector. **Must check by detector at least once each month.**
Method 2: SMELL, LOOK for drips, puddles, mist and FEEL for flow by passing fingers over the surface.
- c) Locations: all gaskets, seals, pipe & hose connections, valves, pumps, and other potential PERC leak locations.
- d) Repair leaks. **See deadlines below.**
- e) Records: 1) Date; 2) Name or location of component where PERC leak was found. (If unit was not used the entire week, note this as reason for no PERC leak check for the week.)

3. TEMPERATURE CHECKS³ of PERC laden air located between the **refrigerated condenser** and the heating coils. (Checking refrigerant pressures is an alternative but we don't encourage this.)

- a) Weekly record temperature during cool down. Skip if machine was not used the entire week.
- b) Passes if 45°F (7.2°C) or LESS.
- c) Repair if temperature is too high. See deadlines below.
- d) Records: 1) Date; 2) Temperature. (If unit was not used the entire week, note this as reason for no temperature check for the week.)

5. REPAIR DEADLINES for PERC leaks & high temperatures, discovered during weekly checks:

- a) 24 hr to fix if no parts needed.
 - b) 2 working days to ORDER PARTS needed for repair.
 - c) 5 working days to INSTALL PARTS after receipt.
- Records: 1) Date parts ordered; 2) Date parts received; 3) Date repair completed.

Finding a leak or high temperature is NOT a violation. Failing to meet a deadline is.

5. EQUIPMENT & OPERATING REQUIREMENTS:

- a) Dry-to-dry machine installed after 12/21/05 must have a non-vented carbon adsorber (or equivalent device) to remove PERC from the drum prior to opening the door & must desorb per manufacturer's instructions.
- b) Store PERC and wastes that contain PERC in sealed containers (lid on tightly).
- c) Cartridge filters must be drained in the housing or in other sealed container for at least 24 hr before removal from the facility.
- d) Keep machine door closed except when loading or removing clothes.
- e) Operate in accordance with the operating manual.

QUESTIONS? Call DEQ at your local regional office and ask to speak with an air inspector. Compliance is our goal. We want to help.

¹ Typical means facility has only dry-to-dry machines and facility 12-month PERC usage is always less than 2,100 gal.

² Leaks checks every other week if machine was installed before 12/9/91 & if facility 12-month PERC usage is always less than 140 gal.

³ Temp. checks are not required if machine was installed before 12/9/91 & if facility 12-month PERC usage is always less than 140 gal.

January

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Jan 4-Jan 10		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jan 11-Jan 17		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jan 18-Jan 24		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jan 25-Jan 31		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
24 hours after
discovery, OR shut unit
down until repaired.

DEADLINES if parts are needed:
a) ORDER parts within **2 working days** of
discovery;
b) INSTALL parts (complete repair) within **5**
working days of receipt.

**Keep receipts for these PERC
purchases on site for 5 years.**

PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

February

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Feb 1-Feb 7		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Feb 8-Feb 14		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Feb 15-Feb 21		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Feb 22-Feb 28		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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Total	

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March

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Feb 29-Mar 6		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Mar 7-Mar 13		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Mar 14-Mar 20		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Mar 21-Mar 27		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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PERC Purchased This Month

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Total	

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April

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Mar 28-Apr 3		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Apr 4-Apr 10		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Apr 11-Apr 17		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Apr 18-Apr 24		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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DATE	AMOUNT
Total	

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May

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Apr 25-May 1		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
May 2-May 8		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
May 9-May 15		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
May 16-May 22		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
May 23-May 29		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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PERC Purchased This Month

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Total	

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June

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WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
May 30-Jun 5		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jun 6-Jun 12		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jun 13-Jun 19		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jun 20-Jun 26		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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July

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WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Jun 27-Jul 3		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jul 4-Jul 10		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jul 11-Jul 17		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jul 18-Jul 24		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jul 25-Jul 31		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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DATE	AMOUNT
Total	

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August

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Aug 1–Aug 7		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Aug 8-Aug 14		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Aug 15-Aug 21		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Aug 22-Aug 28		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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DATE	AMOUNT
Total	

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September

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WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Aug 29-Sept 4		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Sept 5-Sept 11		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Sept 12-Sept 18		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Sept 19-Sept 25		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

October

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WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Sept 26-Oct 2		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Oct 3-Oct 9		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Oct 10-Oct 16		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Oct 17-Oct 23		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Oct 24-Oct 30		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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PERC Purchased This Month

DATE	AMOUNT
Total	

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November

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WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Oct 31-Nov 6		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Nov 7-Nov 13		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Nov 14-Nov 20		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Nov 21-Nov 27		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
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discovery, OR shut unit
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DEADLINES if parts are needed:
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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

December

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.

****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Nov 28-Dec 4		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Dec 5-Dec 11		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Dec 12-Dec 18		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Dec 19-Dec 25		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Dec 26-Jan 1 2017		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE

if no parts are needed:
24 hours after discovery,
OR shut unit down until
repaired.

DEADLINES if parts are needed:

- a) ORDER parts within 2 working days of discovery;
b) INSTALL parts (complete repair) within 5 working days of receipt.

Keep receipts for these PERC purchases on site for 5 years.

PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.



DEQ

ROLLING 12-MONTH TOTALS – PERC PURCHASED

Calendar year: **2016**

Enter amount PERC purchased in the month (zero if none) and calculate a 12-month

YEAR	Month	PERC PURCHASES FOR THE MONTH
2015	January	
	February	
	March	
	April	
	May	
	June	
	July	
	August	
	September	
	October	
	November	
	December	
2016	January	
	February	
	March	
	April	
	May	
	June	
	July	
	August	
	September	
	October	
	November	
	December	

What is a Rolling 12-Month Total? Simply stated, at the end of each month you total the previous 12 months.

For example, at the end of August, take August + July + June + May + April + March + February + January + December + November + October + September. You totaled 12 months.

OR

Here is another way to think of it and to calculate it: At the end of a calendar year, add the numbers for January through December. You have a 12-month total. When January is over, add January to the total. You now have a 13 month total. But, you want 12, not 13. So, subtract LAST January. You again have a 12 month total. When February is over, add February to the previous 12-month total and subtract LAST February. When March is over, add March to the previous 12-month total and subtract LAST March. This procedure always leaves you with 12 months in the total.

12-MONTH TOTAL	Calculation Method
	Add Jan 2015 through Dec 2015
	Total above + Jan 2016 - Jan 2015
	Total above + Feb 2016 - Feb 2015
	Total above + Mar 2016 - Mar 2015
	Total above + April 2016 - April 2015
	Total above + May 2016 - May 2015
	Total above + June 2016 - June 2015
	Total above + July 2016 - July 2015
	Total above + Aug 2016 - Aug 2015
	Total above + Sept 2016 - Sept 2015
	Total above + Oct 2016 - Oct 2015
	Total above + Nov 2016 - Nov 2015
	Total above + Dec 2016 - Dec 2015

EPA's Drycleaner regulation requires perc receipts and these 12-month totals to be on site for 5 years.